

Maryland Department of Health
Center for Healthy Homes and Community Services
Youth Camps

Child Abuse Prevention and Reporting Program

Purpose

The purpose of a written child abuse prevention and reporting program is to inform camp staff and volunteers what actions to follow to ensure camper's safety while at camp.

Training

Staff and volunteers must receive training in the child abuse prevention and reporting program. Training must include an opportunity to discuss the procedures and ask questions.

Knowledge and Conduct

Staff and volunteers must know and follow the camp's child abuse prevention and reporting program.

- Describe the training: what/where/when. Document that each staff member/volunteer was trained before camp and knows the child abuse prevention and reporting program.

Availability

A copy of the child abuse prevention and reporting program must be available to the camp staff. The child abuse prevention and reporting program must be on file in the headquarters or office of the camp.

- Where are copies of the written child abuse prevention and reporting program kept?
- Do staff members/volunteers receive a copy?

Writing Child Abuse Prevention and Reporting Program:

Answer each question by describing your procedures or the actions you want your staff members to take:

1. When, where, and how are staff members and volunteers educated on the child abuse?
2. What are the internal and external steps to reporting suspected child abuse?
3. How are staff members and volunteers screened prior to working at camp? (i.e. required background checks, CPS clearances, interviews, reference checks, etc.)
4. How do staff members and supervisors reinforce the camp's policies and procedures related to child abuse prevention during camp operation? (i.e. camp's code of conduct, training and monitoring, etc.)
5. Who evaluates the facilities and grounds related to child abuse prevention?
6. What areas of the facility or grounds are high risk areas?
7. What precautions are taken to limit exposure to or time in high risk areas?

8. What is the camp's staffing and supervision structure? (i.e. ratios of staff to campers, procedures for limiting one on one interactions, open door policy, etc.)
9. How are staff members, volunteers and campers educated about the camp's policy on appropriate touching?
10. What is camp's policy for dealing with inappropriate behaviors by:
 - Staff members/volunteers?
 - Parents?
 - Campers?
11. Who will communicate with:
 - Staff members and volunteers?
 - Campers and parents?
 - The Department of Health and Mental Hygiene?
 - The media?
12. How will staff members/volunteers support an alleged victim?
13. How will staff members/volunteers interact with an alleged perpetrator?

While these questions form the minimum requirements of the regulations, the Center for Healthy Homes and Community Services has also made available on its website a self-assessment tool. Please consider using this tool when evaluating your camp with regards to child abuse prevention and reporting.